

## How to Set Up Your Direct Deposit Account

### Begin by accessing Self Service Direct Deposit through SharkLink:

1. Log in to [SharkLink](#).
2. In the left Navigation column, click on "Payroll" and locate the "Helpful Links" section.
3. Click on "Direct Deposit Authorization."

### Setting up your Direct Deposit Account:

Direct Deposit will be set up independently for Accounts Payable (AP) and Payroll. When setting up direct deposit for AP you will only be permitted to list one account number. You do not have the option of directing an AP payment into multiple accounts. When setting up direct deposit for Payroll, you have the option of splitting your payroll payment into multiple accounts. The system was set up this way so that employees are able to allocate their payroll related direct deposit into up to five different accounts.

When you Log into the Direct Deposit Allocation form in SSB, you will have 3 sections listed.

1. The first section is the "Pay Distribution". If Direct Deposit is already in place, this section will display the allocation on the most recent payroll.
2. The 2<sup>nd</sup> section is the "Proposed Pay Distribution". If Direct Deposit is already in place, this section will automatically display the current allocation. You can add new, delete, or make changes to an existing allocation in this section.
3. The 3<sup>rd</sup> section is the "Accounts Payable Deposit". Please note accounts payable means employee reimbursements and student refunds. If Direct Deposit it already in place for AP related payments, this section will automatically populate. You can add new or delete existing allocations in this section. Because only one account is permitted, the user will not typically need to "make changes", they will either add new or delete DD information for AP.

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Pay Distribution ▲

Proposed Pay Distribution ▲

⊖ Delete ⊕ Add New

i You have not added any payroll allocations yet. Click "Add New" to add an allocation.

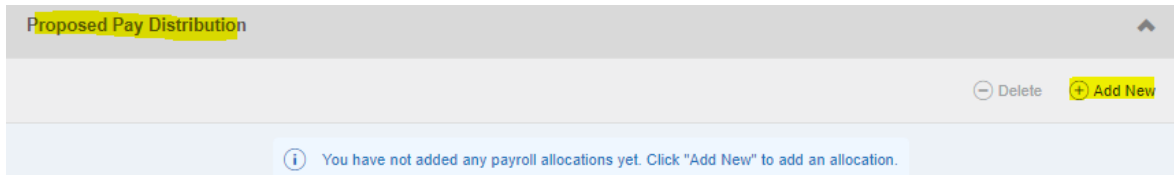
Accounts Payable Deposit ▲

⊖ Delete ⊕ Add New

i You have not added an Accounts Payable allocation yet. Click "Add New" to add an allocation.

The process for setting up direct deposit for AP is similar to the process for setting up direct deposit for Payroll. The instructions below are specifically for the Payroll process which allows for multiple accounts and includes Priority and Amount options. Direct deposit for AP is limited to one bank account.

1. Select “+Add New” under Proposed Pay Distribution.



2. Enter your routing information, account number & account type.
3. Priority #1 will default when you set up the first account
4. Under amount you have three choices, you must select “Use Remaining Amount” for at least one Account. See below for important on Priority and Remaining Amount functionality.
5. Check the box to attest that you have read and understand all of the statements listed.
6. Save New Deposit. You may repeat steps 1-5 for up to five different bank accounts for Payroll related direct deposit.

### Add Payroll Allocation

Bank Routing Number	Account Number	Verify Account Number
<input type="text" value="267078299"/>	<input type="text" value="123456"/>	<input type="text" value="123456"/>
Bank Name	Account Type	Priority
<input type="text" value="BrightStar CU"/>	<input type="text" value="Checking"/>	<input type="text" value="1"/>

Amount

Use Remaining Amount  
 Use Specific Amount  
 Use Percentage

By checking this box, I have reviewed and verified the above account information is correct. I authorize NSU to electronically access the bank account(s) referenced on this form for deposits, for withdrawal of funds to which I am not entitled, and to remove or update my account information in the event that my bank notifies NSU that this information is no longer valid. This authorization remains in effect until I submit changes or delete the account information using this electronic form. It is my responsibility to verify these funds are available in my bank account before making any transactions. I am confirming that the direct deposit is being made to a domestic U.S. financial institution and will not be part of a back-to-back transaction to a foreign institution. If this payment is related to payroll, I acknowledge that the first paycheck received after updating my bank information will be a physical check. Subsequent payments will be by direct deposit.

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After you add new banking information, you will see that the status is “PreNote”. The first payment you receive after you set up payroll direct deposit will be made via a physical check. You must validate the HR/Payroll address on file to ensure the check will be mailed to the correct address. Complete the validation by reviewing the “HR/Payroll Address” displayed in your Personal Information in SSB. If the information is incorrect, make the necessary edit to the HR/Payroll Address by selecting the “edit” button in SSB. Detailed instructions on how to edit your HR/Payroll address can be found online in the [Quick Reference Guide](#).

After the first payroll payment is issued via check, the status will be updated to “Active” and future pays will be directly deposited into the referenced accounts.

AP payments will be automatically updated to an “Active” status the day after they are created.

After you have saved your Payroll Direct Deposit set up, you will then see your account(s) reflected under the Proposed Pay Distribution box:

Proposed Pay Distribution							
Bank Name	Routing Number	Account Number	Account Type	Amount	Priority	Net Pay Distribution	Status
<input type="checkbox"/> Wells Fargo Bank	xxxxx7513	xx5666	Savings	\$10.00	1	\$10.00	Prenote
<input type="checkbox"/> BrightStar CU	xxxxx8299	xxxx5677	Checking	\$50.00	2	\$50.00	Prenote
<input type="checkbox"/> Wells Fargo Bank	xxxxx7513	xxxxx2333	Checking	\$25.00	3	\$25.00	Prenote
<input type="checkbox"/> BrightStar CU	xxxxx8299	xx3456	Checking	Remaining	4		Prenote
						Total Net Pay	

### **Setting the “Priority” for your Payroll Direct Deposit:**

The priority will determine how direct deposit will be completed, up to the maximum of your Net Pay.

When setting up multiple accounts for direct deposit, the account with the Highest priority (1 being the highest) will receive payment first. The first time you set up Direct Deposit the “Remaining amount” will be set at Priority 1. If any subsequent accounts are added, the “remaining” account will automatically have the priority changed so that it is the lowest in priority (i.e. the highest number).

A priority of 1 means that this is the first deposit that should be made. If there is pay remaining, then the system will review priority 2 to determine the 2<sup>nd</sup> deposit. This will continue as long as there is Net Pay available, with the last account being the account referenced in the “Use remaining amount” section.

For example, consider that your direct deposit is set up as follows:

- Priority 1: Percentage of 50%
- Priority 2: Specific Amount of \$400
- Priority 3: Specific Amount of \$50
- Priority 4: Remaining Amount

If you have a Net Pay of \$1000, then 50% or \$500 will go to Account 1

This leaves \$500 remaining, \$400 will go to Account 2, \$50 will go to Account 3, and the remaining \$50 will go to account 4.

However, in the above example, if have a Net Pay of \$850, then 50% or \$425 goes to Account 1, this leaves \$425 remaining. \$400 will go to Account 2, and the last \$25 will go to Account 3 because that “uses” all of the Net pay, \$0 will be deposited in Account #4.

## Setting the “Amount” for your Payroll Direct Deposit:

### Option #1: Use Remaining Amount

Every Direct Deposit must have at least one bank account set up to “Use Remaining Amount”. This is considered to be the “Primary” account for your direct deposit. If you will be setting up more than one account for direct deposit, the first one you set up should be the one that will be used as the primary/Remaining Amount account.

### Option #2: Use Specific Amount

Setting up Direct Deposit to “Use Specific Amount” is optional. Selecting this option allows you to indicate a specific amount that you would like to be deposited to a specific account.

### Option #3: Use Percentage

Setting up Direct Deposit to “Use Percentage” is optional. Selecting this option allows you to indicate a specific percentage of your pay distribution to be deposited to a specific account. This option can be a little misleading because the percentage is based off the total amount remaining. If you have multiple accounts using a percentage, the subsequent accounts will be based off the updated amount remaining.

For example, if you receive \$1,000 on your Net Pay, and you select 25% to go to account #1, that means \$250 will be allocated to Account #1, leaving \$750 remaining. If you select 50% to go to Account #2, then 50% of the remaining \$750 or \$375 will be allocated to Account #2.

## Changing the amount, percentage, or priority of your Payroll Direct Deposit:

After you set up your direct deposit, you may want to change priority, or update an amount or percentage. This is very simple. In order to do so, select the item you would like to update and make the updates.

All direct deposit set up must have at least one account set up for the remaining amount. If you are changing the priorities of your accounts, make sure that the account that will receive the Remaining is set to have the Largest number (i.e. the lowest in priority).

After the updates are made, you will need check the box at the bottom of the window to attest that you have read and understand all of the statements listed, then you will be able to save your changes.

Proposed Pay Distribution							
Bank Name	Routing Number	Account Number	Account Type	Amount	Priority	Net Pay Distribution	Status
<input type="checkbox"/> Wells Fargo Bank	xxxxx7513	xx5666	Savings	\$10.00	1	\$10.00	Prenote
<input type="checkbox"/> BrightStar CU	xxxxx8299	xxxx5677	Checking	\$50.00	2	\$50.00	Prenote
<input type="checkbox"/> Wells Fargo Bank	xxxxx7513	xxxxx2333	Checking	\$10.00	3	\$25.00	Prenote
<input type="checkbox"/> BrightStar CU	xxxxx8299	xx3456	Checking	Remaining	4		Prenote

Total Net Pay

By checking this box, I have reviewed and verified the above account information is correct. I authorize NSU to electronically access the bank account(s) referenced on this form for deposits, for withdrawal of funds to which I am not entitled, and to remove or update my account information in the event that my bank notifies NSU that this information is no longer valid. This authorization remains in effect until I submit changes or delete the account information using this electronic form. It is my responsibility to verify these funds are available in my bank account before making any transactions. I am confirming that the direct deposit is being made to a domestic U.S. financial institution and will not be part of a back-to-back transaction to a foreign institution. If this payment is related to payroll, I acknowledge that the first paycheck received after updating my bank information will be a physical check. Subsequent payments will be by direct deposit.

[Cancel Changes](#) [Save Changes](#)

## Removing Direct Deposit

Deleting a direct deposit item is very simple. Check the box for the accounting information that you would like to delete, then click on Delete to remove the item.

When deleting a Payroll related account, remember, you must always have a direct deposit set up with Remaining as the lowest priority. If you would like to delete the account that was set up for the Remaining, then you must first change the priorities so that the account you would like to delete is no longer listed as the Remaining account.

Proposed Pay Distribution Delete Add New

Bank Name	Routing Number	Account Number	Account Type	Amount	Priority	Net Pay Distribution	Status
<input type="checkbox"/> Wells Fargo Bank	xxxxx7513	xx5666	Savings	\$10.00	1	\$10.00	Prenote
<input checked="" type="checkbox"/> Wells Fargo Bank	xxxxx7513	xxxxx2333	Checking	\$10.00	2	\$10.00	Prenote
<input type="checkbox"/> BrightStar CU	xxxxx8299	xx3456	Checking	\$5.00	3	\$5.00	Prenote
<input type="checkbox"/> BrightStar CU	xxxxx8299	123	Savings	Remaining	4		Prenote

Total Net Pay

The Net Pay Distribution above is based on your last payroll. Future distributions may vary based on future Net Pay Amounts.

After you select Delete you will receive a pop-up box to confirm that you would like to delete the Direct Deposit.

**⚠ Are you sure you want to delete the selected Payroll deposits?**

## Email notification

When Direct Deposit information is created or deleted, you will receive an email notification to your NSU email address to alert you that changes were made to your direct deposit information.